



**Clerk: Ms E Haskins, 174 Bradford Road, Shipley BD18 3DE
Tel: 01274 408472; Email: haskinseve@gmail.com**

Sandy Lane Parish Council meeting

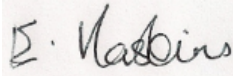
**Members of the press and public are invited to attend the
Annual Meeting of the Council meeting of Sandy Lane Parish Council
on Monday 13th May 2024
to be held at Bethel Baptist Church, Sandy Lane, at 6.30pm**

Agenda

1. To elect a Chair and Vice Chair for the municipal year 2024-25 and the subsequent signing of the Declaration of Acceptance of Office by the Chair.
2. To receive apologies for absence.
3. Declarations of interest:
 - a. To receive declarations of interest from councillors on items on the agenda.
 - b. To receive written requests for dispensations for disclosable pecuniary interest.
 - c. To grant any requests for dispensation as appropriate.
4. To confirm the minutes of previous meeting held on 11th March 2024 as a true and correct record (attached).
5. Public forum – Chair to invite questions and suggestions from members of the public for a maximum of 15 minutes.
6. To receive representation from the local Ward Officer/Ward Councillors.
7. To receive information/updates on the following ongoing issues and to agree further action if necessary:
 - a. Crossing island on Prune Park Lane.
 - b. Request for cul-de-sac signs on Grasleigh Avenue and Grasleigh Way.
8. Planning issues
 - a. To consider current planning applications:
 - (i) 24/01372/HOU: Double storey side extension at 1 Deanwood Crescent, Sandy Lane.
 - b. To ratify the following planning application decisions made between meetings:
 - (i) 24/00782/HOU: Two storey side extension and single storey rear

- extension at 46 Dale Croft Rise, Sandy Lane – no objection.
- (ii) 24/00761/FUL: Demolition of former house and construction of new dwelling at Gazeby Hall, Beck Lane, Wilsden – no objection.
- c. Notifications of planning decisions by Bradford Council:
- (i) 24/00782/HOU: Two storey side extension and single storey rear extension at 46 Dale Croft Rise, Sandy Lane – granted (the Parish Council had no objection to this application).
- d. To consider updates from the Local Development Plan.
9. Mandatory documents reviewed annually (all attached)
- To adopt Standing Orders.
 - To review and adopt the following policies: Code of Conduct, Complaints Procedure, Financial Regulations, Financial Risk Assessment, Freedom of Information Policy and ICO Publication Scheme.
10. To confirm committees of the Parish Council (Events Committee), to review the terms of reference (attached) and agree membership.
11. To confirm the insurance arrangements of Parish Council (Clear Insurance Management Ltd recommended – further information attached).
12. To agree the bank mandate.
13. To consider items for inclusion in the next newsletter, due to be printed and delivered in June/July, and to agree that this should incorporate an Annual Report.
14. To consider the purchase of Yorkshire Day flags for August.
15. Financial matters
1. To approve the internal auditor appointment for 2024-25.
 2. To approve the following accounts for payment at the meeting:
 - a. Bradford Council for salaries for April 2024 (£TBC).
 - b. Clerk's reimbursement (£TBC) for postage (£TBC) and travel (£TBC).
 - c. Clear Insurance Management Ltd for annual insurance (£509.80).
 3. To ratify the following accounts for payment made between meetings:
 - a. Bradford Council for salaries for March 2024 (£307.78).
 - b. Gardener for defib check/cleaning (£32.00).
 - c. Bradford Council for payroll SLA (£600.00).
 - d. Bradford Council for installation of Christmas lights/Eid sign (£840.00).
 - e. Yorkshire Local Councils Associations for annual subs (£778.00).
 4. To note the bank balance as per the most recent statement (22nd April 2024: £14,350.20).
 5. To consider the small grant application from Sandy Lane Primary School (attached).

16. To agree two member representatives for YLCA branch meetings.
17. To agree a date for the Clerk's annual appraisal, at which Clerk's contract to be reviewed and signed (last appraisal was in June 2023).
18. To consider any correspondence received and to agree any actions, including on the following:
 - Emails from YLCA re training, etc.
 - Email from Sandy Lane Primary School re small grant application.
 - Email from PKF Littlejohn LLP (external auditors) re the Annual Governance and Accountability Return (AGAR) for 2023-24.
 - Email from The Circuit (The National Defibrillator Network) re possible use of the defibrillator.
19. To identify items for inclusion in the agenda of the next meeting.
20. To confirm the date of the next meeting as Monday 10th June 2024 at Bethel Baptist Church, Sandy Lane, at 6.30pm.



Clerk and RFO, 8th May 2024